

J. Crayton Pruitt Family Department of Biomedical Engineering Faculty Meeting Minutes

Wednesday, March 11, 2020

3:00 p.m. – 5:00 p.m.

1. Meeting was called to order at 3pm

It was announced that many departmental events including EAB meeting are postponed.

2. Guest Speaker – NONE

3. Minutes from February 12, 2020 was approved

4. All departmental events including March 19 – BME Industry Connect , April 6 – BME Leadership Seminar: Jennifer Elisseeff, April 23 – Lake Wauburg Networking Event are postponed until further notice.

5. Discussion Items

5.1. Safety (Jon)

Exxon-Mobile seminar postponed. Read the reminders regarding lab safety.

5.2. Diversity and Inclusion (Ayse)

Black history month event well received. Women's history month event well received.  
Lisa Scott will speak on improving faculty life for female faculty.

5.3. Items Requiring Action

5.3.1. Faculty Review – Mid-tenure Review for Ruogu and Ed (Jon)

Packets discussed. Feedback will be provided to the candidates.

5.4. Department and COE Updates and Discussion Items

5.4.1. COVID-19 and online instruction (Dan)

All courses go online Friday (3/13/2020).

How to proctor exams and related issues are discussed.

Expect to work remotely starting next Monday (3/16/2020); prepare lab personnel for this possibility.

5.4.2. Faculty search update (Christine/Greg)

Two candidates are in town for their second visits. Other activities are ongoing.

6. Meeting was adjourned at 5pm. The follow items were not discussed.

- 5.4.3. Faculty/personnel updates (Christine)
- 5.4.4. Time and travel reporting (Christine/Zac)
- 5.4.5. Tuition assistance funds (Zac)
- 5.4.6. Disclosure of unpaid J-1 scholars on grants (Christine/Zac)
- 5.4.7. Professional conduct in course syllabi (Christine)
- 5.4.8. FIU College of Medicine seed proposals (Christine)
- 5.4.9. Shepard Broad gift/outreach fund (Christine/Ed)
- 5.4.10. STS effort and expectations (Dan)
- 5.4.11. Managing/reporting students in distress (Kyle)
- 5.4.12. Executive Committee update: Food @ oral examinations (Kevin)
- 5.4.13. Awards Committee update (Kevin)
- 5.4.14. S10 major instrumentation proposal (Ed/Kevin/Lee)
- 5.4.15. Canvas demo on ABET data collection (Sarah)
- 5.4.16. Administrative & fiscal updates (Zac)

5.5. Student Org Updates (All)

6. New Items (all)

7. Adjourn